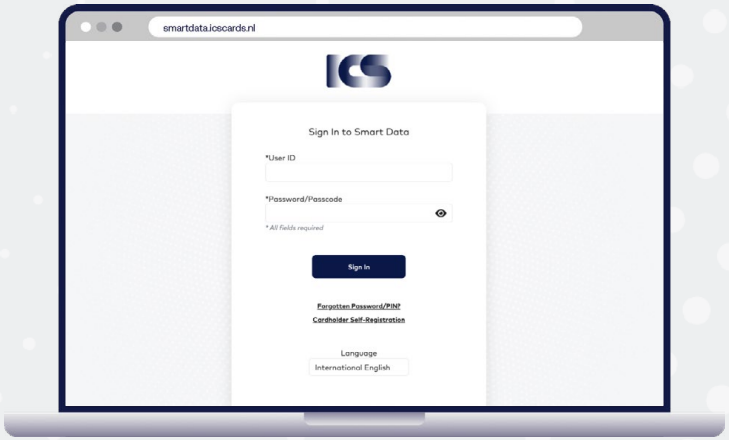
International Card Services

ICS Payment Control

A **step-by-step user guide**
for Company Programme Administrators



Part 3
Setup: Purchase Types

Overview

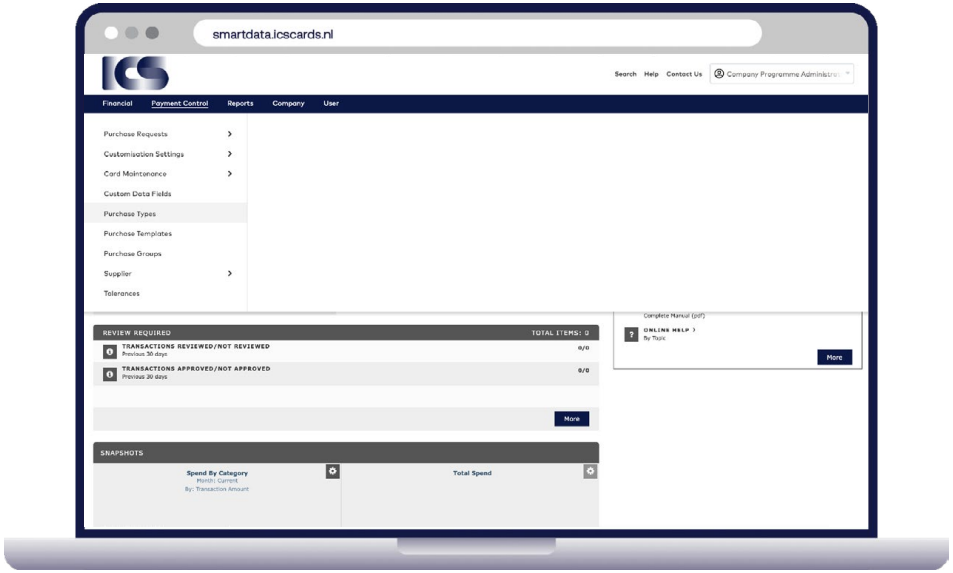
A **Purchase Type** defines **the categories of merchants** where your Virtual Card can be used, based on their Merchant Category Code (MCC). Your Virtual Card will only work at merchants that fall within the permitted categories of the selected Purchase Type.

In this chapter, you will learn how to:

- Manage Purchase Types
- Create a new Purchase Type
- Complete Purchase Type details
- Add Merchant Category Codes (MCCs)
- Enable Auto-Update

Getting started

Navigate to **Payment Control** > **Purchase Types.**



Managing Purchase Types

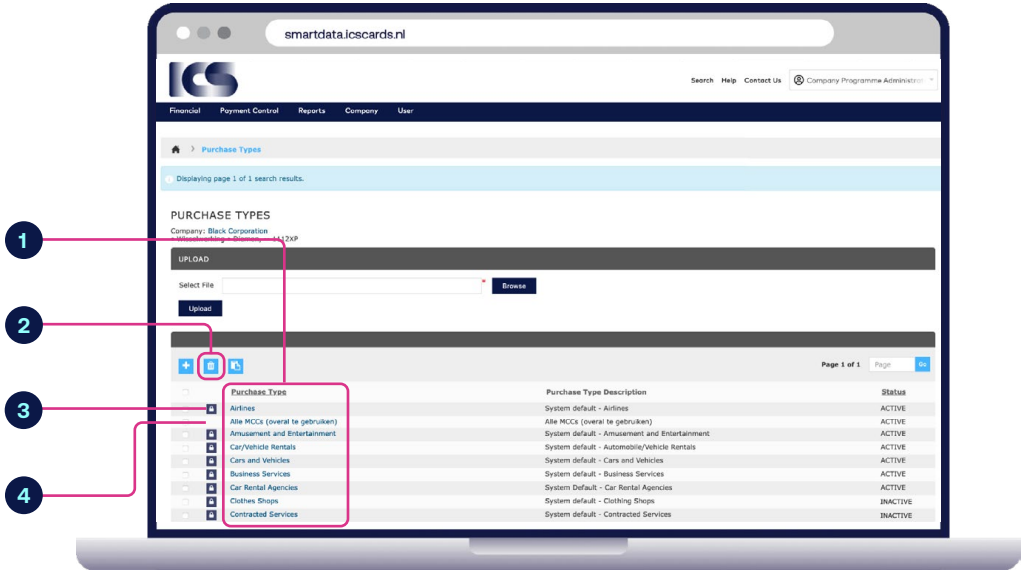
To edit:

1. Click the **Purchase Type name** and update the details.

To delete:

2. Click the **trash** icon.
3. **Lock** icon: System-defined Purchase Types (default values). These cannot be deleted.
4. **No lock** icon: Manually created Purchase Types. These can be edited or deleted.

Note: Deleted types are marked **Inactive,** not fully removed.

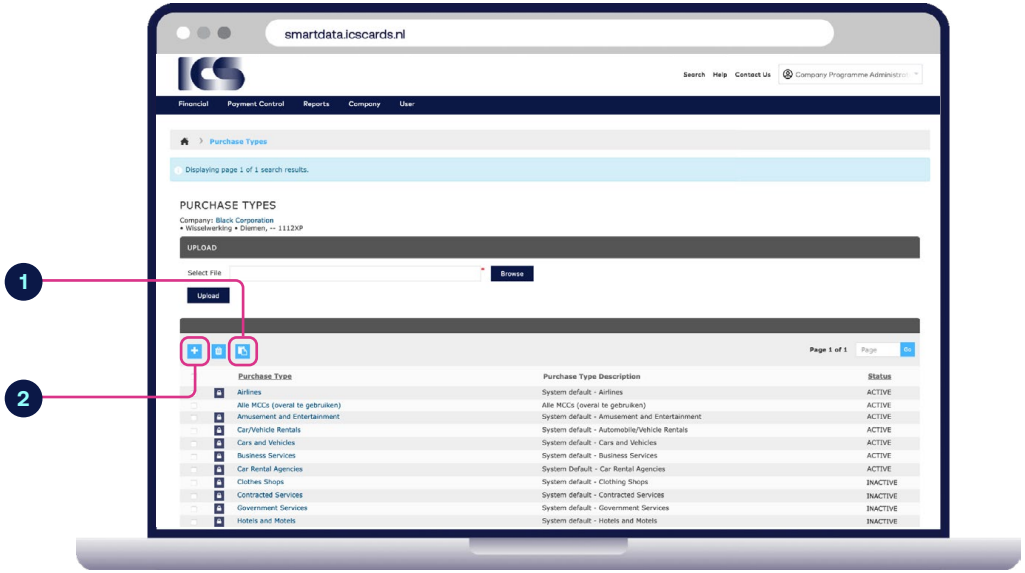


Tip: Move inactive templates to the bottom of the list by adding 'ZZZ' to the start of the description.

Creating a new Purchase Type

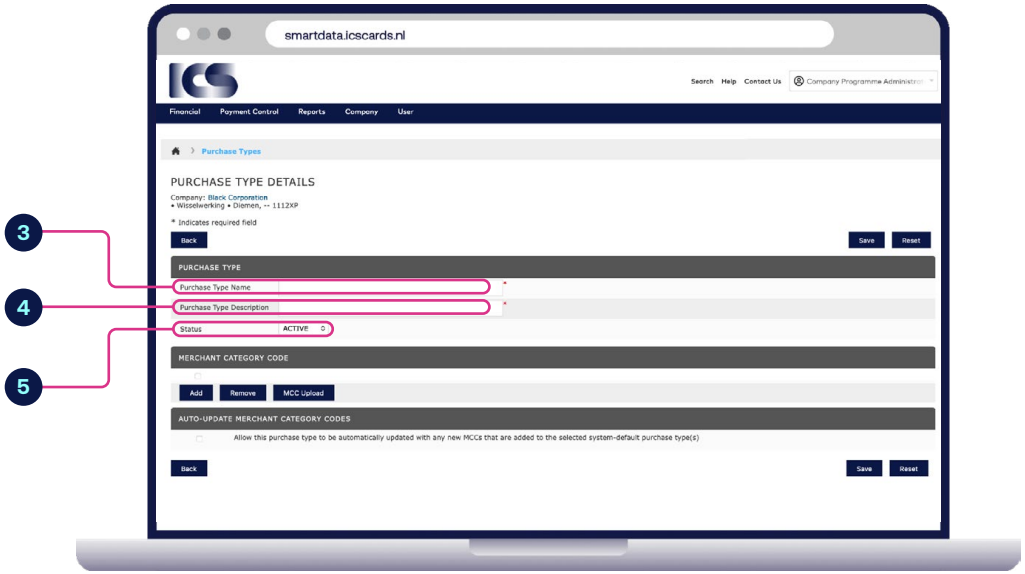
You can create a new Purchase Type in two ways:

1. Copy an existing Purchase Type: Select the type, then click the **copy** icon.
2. Start from scratch: Click the **plus** icon to create a new Purchase Type.



Completing Purchase Type details

3. **Name:** Give your **Purchase Type** a clear name.
4. **Description:** Add a short description for reference.
5. **Status:** Choose **Active** or **Inactive.**



Adding Merchant Category Codes (MCCs)

1. Select the **MCCs** that apply to this Purchase Type.

Tip: Search for MCCs by entering the description.

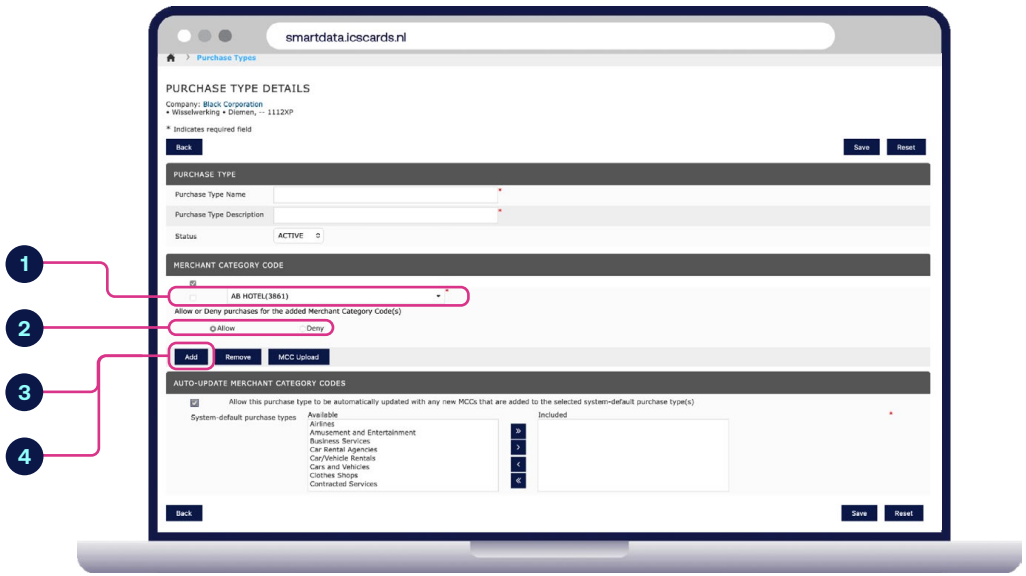
2. For each MCC, choose:

   Allow: Transactions are permitted for this category.

   Deny: Transactions are blocked for this category.

3. Click **[Add]** to include the MCC.

4. To add **multiple MCCs,** repeat the process.



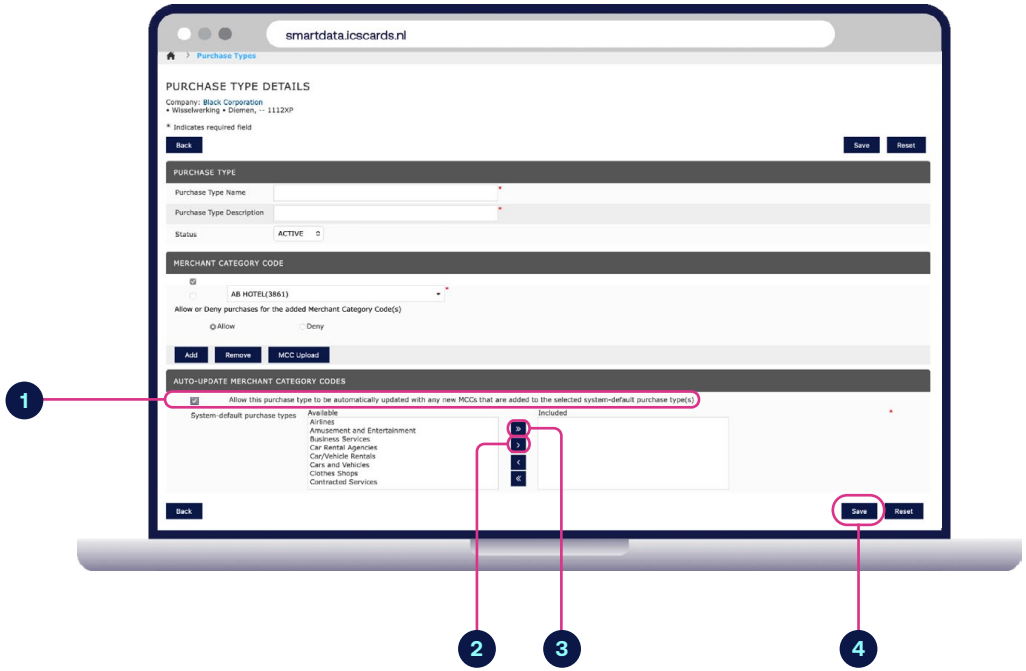
Note: MCCs (Merchant Category Codes) are four-digit codes used by payment networks to classify businesses by the type of goods or services they provide. For example: 3000–3299: Airlines, 5812: Restaurants, 5411: Grocery stores.

Enable Auto-Update (Optional)

1. Check **Auto-update MCCs** if you want Mastercard to automatically update MCCs when changes occur.
2. Use the **›** **button** to add the system-default you would like to update automatically.
3. Use the **»** **button** to include all system-defaults at once.
4. Click **[Save]** to confirm your changes.

Your Purchase Type is now ready to use.

Good to know: If you want a Virtual Card to be usable everywhere, create a Purchase Type that allows all transactions and leave the MCC fields blank.



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